

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 11-77

6 September 1977

To: All Training Officers of the Agency

## SURVEY OF RECORDS MANAGEMENT

### DESCRIPTION

This Seminar is designed to promote among Agency personnel an awareness of the importance of records management to the mission and functions of the Agency. Recent legislative changes and executive initiatives regarding records management are already having a substantial impact on the Agency Records Management Program and all responsible employees should be aware of these changes.

The Seminar will acquaint Agency personnel involved in the creation, maintenance and use, and/or disposition of Federal records with a comprehensive life-cycle view of the Agency Records Management Program as it exists today. For the pilot running, participants will be selected from a cross section of the Agency, 50 percent of whom should be component Records Management Officers. Others may be supervisory, administrative, technical, operational, or clerical personnel involved in any aspect of records management.

### OBJECTIVES

At the conclusion of the Seminar each participant will have:

1. Acquired a general knowledge of Federal statutes, government directives, and Agency policy and regulations relating to records management which are fundamental to implementing the Agency Records Management Program;

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2. Become familiar with contemporary total (life-cycle) records management concepts, i.e., records creation, maintenance and use, and disposition to ensure the practice of an integrated approach to records management in the Agency; and

3. Explored in a unified and practical way the application of sound records practices to provide a model for accomplishing the goals of the Agency Records Management Program.

<u>DATE OF INITIAL OFFERING:</u>	3-7 October 1977	
<u>LENGTH:</u>	Five days, full-time	
<u>PLACE:</u>	Chamber of Commerce Building	
<u>CLASS SIZE:</u>	40 students	
<u>REGISTRATION DEADLINE:</u>	23 September 1977	STAT
<u>REGISTRATION:</u>	Submit Form 73 to OTR/MATB, [redacted] of Commerce. Registration will be limited to nine from each of four Directorates and four from the DCI area.	

For additional information concerning the course, call OTR/MATB, [redacted] STAT

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